

**Lamar Alexander**  
**United States Senator • Tennessee**

3322 West End Avenue  
Suite 120  
Nashville, TN 37203



615.736.5129 - Phone  
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**Letter of Recommendation Instructions**

**Candidate:**

Letters of recommendation are very important in our service academy nomination process. Please choose carefully those persons who know you well (i.e., your minister, coach, scoutmaster, or employer) to write a letter of recommendation on your behalf. It is most important that your three recommendations are not all from teachers, the panelists are interested in you as an all-around candidate, not just academic. These should not be submitted by family members. ***To ensure their understanding of our procedures, please furnish a copy of this instruction sheet to each person you have asked for a recommendation once they have agreed to write the letter for you.***

**Distinguished Recommender:**

The student who has asked that you write a letter of recommendation for him/her, is applying for a nomination for admittance into one of our United States service academies. The academies are interested in not only the student's academic abilities, but that the individual is a well-rounded student with strong leadership qualities, good character and physical fitness. Upon graduation from the service academy, these students will be commissioned officers in our military. This is a very important request and we appreciate your complete and honest evaluation. Please be assured your comments are for the sole use of the senatorial staff and our academy panelists. ***Please limit your letter to no more than one page in length (one-side), using a font of 10 pt. or larger, and the letter must be signed. Keep in mind, it is the quality of the letter; not the quantity of words that counts! The candidate's file already contains academic grades/rankings so the letter of recommendation does not need to include those; simply an evaluation of the candidate as an individual and student.***

**Guidance Counselor or Principal:**

In addition to your letter of recommendation, we have included a short Academic Recommendation form for your completion. It is imperative that we receive the candidates' ACT and/or SAT scores, school transcripts and class ranking if your school has a ranking system. If you are assisting the candidate with his application process, please note that we prefer that the letters of recommendation be from various sources and that all recommenders not be teachers. The academy is interested in the all-around student and not just academic. We appreciate your taking the time to assist us with this rewarding aspect of our duties. Should you have any questions or need further information, please feel free to call 615.736.5129 and speak with our service academy coordinator. ***Please limit your letter to no more than one page in length (one-side), using a font of 10 pt. or larger and the letter must be signed.***

***Our deadline for receipt of information to be included in the candidate's file is October 1, 2020 – No recommendations will be accepted after this date and the candidate's file will not be considered for nomination. Please be sure to give your letter of recommendation to the student for whom it is written to include with their packet being sent to our office. If you prefer, you may place the letter in a sealed envelope but this is only if it is your preference to do so. Letters submitted by facsimile will not be considered.***